

From: [Decker, Connie CIV USA](#)
To: [DL JMC-G6IM;](#)
CC:
Subject: FW: JMC FedEx Small Package Shipments
Guidance
Date: Wednesday, February 28, 2007 6:50:36 AM
Attachments: [FedEx.msg](#)

To All,

To process a Federal Express request for those in JMC one must first send an email to Katie Fullerlove (katie.fullerlove@us.army.mil) requesting for a Standard Document Number (SDN) and a TAC Code for their Federal Express package. After receiving this information from Katie Fullerlove one must go into the RIA Transportation website for further processing.

The RIA website to ship a small Federal Express package is as follow:

<https://home.ria.army.mil/apps/trans/index.cfm>

Once you access the website please click on "Shipping" in the Main Menu and Homepage part of "Request for Small Package Express Transportation Services Program". From there you will follow the instructions for all six steps. Please let us know if you need assistance in finding the DODAAC in Step 2. In Step 3, you will add the TAC Code that Katie provided to you.

After completing all six steps a funding letter should be printed out for Katie Fullerlove in AMSJM-RMA to sign before the package(s) goes over to Transportation. She is the JMC "Funding Officer" for all JMC Federal Express requirements. Please scan or fax the funding letter to her. After she signs it she will then scan or fax it back to you for your Federal Express package. This funding letter is all you will need to take over to Transportation with your package.

Also included on this website are instructions from RIA's Transportation which might assist you in understanding what each block requires.

Attached with this email is a completed sample of a funding letter.

Ms Candace Jaimes
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